



HORIZON SCHOOL DIVISION #205

“A Community of Learning and Achieving”



Invites applications for the position of:

Accountant **Full Time Term Position**

Horizon School Division # 205 is seeking an experienced candidate to provide financial accounting services to the Senior Administrative Staff and schools within the division. This position is located at the Horizon School Division Office in Lanigan commencing on or about March 1, 2012 and concluding on or about March 1, 2013. Travel to all 43 schools will be a part of this role.

Specific accountabilities are, but not limited to:

- Responsible for the development, implementation and maintenance of PSAB accounting policies and procedures.
- Responsible for the annual audit of school generated funds and tangible capital assets that will meet the PSAB and Ministry of Education accounting and reporting guidelines.
- Provide education and training to school based staff as required on an ongoing basis. Training will involve travel within the division.
- Assist in school division audit preparation.
- The ability to perform the function of internal auditor would be an asset.

Requirements for the position:

- Post-secondary education in accounting and financial management from a recognized educational institution
- Preference will be given to an individual with an accounting designation
- A minimum of two years financial experience
- Ability to work unsupervised
- Valid Class 5 Driver's License

Horizon School Division #205 is located in Central Saskatchewan, with its central office in Lanigan and service centres in Humboldt and Wadena. Horizon School Division currently has 43 schools.

For specific details, please contact:

Mark Fedak, Superintendent of Finance at 306-365-4888 or mark.fedak@hzsd.ca

Please apply as soon as possible as interviews will be scheduled once a suitable pool of candidates has been accumulated.

Interested applicants should submit a detailed resume complete with references and salary expectations to the undersigned. The successful candidate will be required to produce a Criminal Record Check and Vulnerable Sector Check.

Mrs. Marrion Wolff
Superintendent of Human Resources
Horizon School Division # 205
Box 100
Lanigan SK S0K 2M0

Phone: (306) 365-4888 Fax: (306) 365-2808 E-mail Address: marrion.wolff@hzsd.ca

We wish to thank all applicants for their interest with the Horizon School Division #205, however only those applicants short-listed for interviews will be contacted.